

# Guidance: GP trainees – reimbursement of backdated home to place of work mileage claims.

## **Background:**

In July 2019, NHS Employers, the British Medical Association and Department of Health and Social Care (DHSC) agreed to introduce provisions in the terms and conditions of service for NHS Doctors and Dentists in Training (England) for additional mileage/expenses for GP trainees. This provision allowed doctors working in GP practices to be reimbursed for certain travel costs where they are required to use their personal vehicle when notified by the employer that they are expected to perform home visits.

Schedule 11 paragraph 16 currently states:

“Doctors working in a GP practice setting who are required to use their own vehicle on the expectation that home visits may be required to be undertaken shall be reimbursed for the cost of mileage from home to principal place of work, and any associated allowances”.

The lack of clarity in above paragraph has caused problems for employing organisations as they have attempted to implement the provision. The provision, as currently written, does not meet the intention of the negotiation parties and has been under review since its publication in September 2019. However, due to the COVID-19 pandemic, discussions on the matter were suspended.

NHS Employers and the BMA have now reviewed and agreed to revise the above. The new provision will be included in version 9 of the terms and conditions of service for NHS Doctors and Dentists in Training (England). However, to avoid further delays with the implementation of the provision, this jointly agreed guidance has been developed to provide the necessary information for employing organisations to pay backdated home to place of work mileage claims. Furthermore, this guidance provides clarity for doctors working in GP practices and employers on eligibility criteria, how doctors can submit claims and how employing organisations should process these.

## **Eligibility criteria:**

- This provision is restricted to doctors working in GP practice(s) who were required to use their own vehicle for home visits when working in a GP practice placement only.
- This provision was agreed on 6 September 2019 and, all claims can be backdated from this date to 27 November 2020. Any claim(s) made under this provision can be

made where there was an expectation upon the doctor to have their vehicle available to them to be able to perform a home visit; plus, any associated allowances incurred through meeting this requirement.

- Reimbursement will need to take into account any excess mileage allowances paid to the doctor working in GP practice under relocation policies. Doctors can submit claims for a single journey under both policies, however, doctors will not be reimbursed twice for the same mile travelled.
- The claims will cover the cost of home to place of work and return journey
- There is no cap on eligible mileage except where there is an interaction with excess mileage allowance provisions.
- The Reserve rate, of 28p per mile, will apply.
- No deduction of normal commuting costs from value of mileage claims. As such, reimbursement of claims will be treated as a taxable benefit.

### **Submission and processing of claims:**

Employing organisations will need to consider the following points before processing claims:

- Determine and agree an expense system locally to manage reimbursement claims.
- Identify and communicate with existing doctor(s) and any doctor(s) who have already left the practice to ensure that they are provided the opportunity to submit claims covering the period from 6 September 2019 until 27 November 2020.
- For any leavers who no longer have access to the expenses system and are no longer on Payroll, employers will require them to complete a paper form to keep the expense systems open.
- Run reports locally to identify how many doctors in a GP practice have claimed excess mileage already to support with the verification of claims that will need processing.
- To ensure all claims are processed within a reasonable timeframe, an employer may need to consider a deadline date for the submission of all claims. However, doctors working in a GP practice must be given a minimum of three months from the date of publication of this guidance to submit backdated claims. This will allow practices to approve claims and then be passed to LET's for payment.
- The doctor will need to sign a declaration that verifies their home address (or the address where they are commuting from if that is different), inform the employer of whether or not they are making excess mileage claims and the amount of excess mileage claimed, notify the employer of any changes to their bank/personal details and that they have used their own car with the appropriate insurance cover. The claim will need to be verified and signed off by a GP trainee supervisor, practice manager or a member of staff who is authorised to validate claims from the GP Practice.

### **Supporting FAQs**

#### **Q- Will this provision apply to FY2 doctors in a GP placement?**

Yes, all doctors on the 2016 terms and conditions of service who worked in a GP placement who are required to undertake home visits will be eligible for backdated claims.

**Q- How will this be communicated to GP managers and educational supervisors?**

NHS Employers will be working with HEE on necessary communications with practice managers and education supervisors to ensure they are made aware of the guidance for the backdating of this provision.

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